

ROU Brief - 10/11/95

For: AVP/RSM/RBM/ROM/KAM/RMM

FSC-165-A

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➔ Contract Pay Register

The Contract Pay Register will be extended one week for the third quarter schedule. This schedule is as noted below:

Field Sales Approval Dates:

Week 1	10/5/95
Week 2	10/12/95
Week 3	10/19/95
Week 4	10/26/95
Week 5	11/2/95

Customer Checks Dated and Mailed:

Week 1	10/9/95
Week 2-4	10/30/95
Week 5	11/6/95

Program Contacts: Andi Bellis, extension #3628 or
Dennis Jacobs, extension # 1760

➔ Fourth Quarter 1995 WINSTON Carton Inserts

WINSTON name generation carton inserts will begin showing up in WINSTON carton product as early as October 30. Approximately 4.2MM cartons will include this name generation piece to update our WINSTON smoker data base for 1996 programs.

Program Contact: Steven O'Leary, extension #3466

➔ SMS Locator List - Create From SIS Retained List

New functionality has been added to create a SMS locator list from a SIS retained list. A new function "Add Locator from SIS Retained List" has been added to 540:

- Provide a name for the locator list.
- Put an 'x' beside "Add Locator from SIS Retained List" and press enter.
- A list of any SIS retained lists for your id will display. If there are no retained lists for your id, an error message "There are no retained lists for this user-id" is displayed.
- Provide a description for the locator list, put a 'x' beside the retained list you want to use, and press enter.
- The retained list will be copied to a locator list and you will get a window indicating the number of accounts it contains.
- From this point, any of the locator list functions can be used to modify, merge or delete this locator list.

Program Contacts: Charlotte Vogler, extension #6690
Sheila Craddock, extension #6330

➔ September Field Sales Budgets

Due to the Sales realignment, please disregard the budgets on Report V for September. The budgets are being reevaluated and will be communicated to you in the future.

Program Contact: Sales Area Financial Manager

➡ Field Sales Supplies

We have had several requests for additional VPR guns and attaché cases. Our objective is to provide the necessary tools and resources for the field to handle their accountabilities. Prior to making these requests, you should consider the following factors for each item:

VPR Guns

- Have you properly shifted VPR guns based on SF2000 structure and new accountabilities?
- Utilize coupon printer as a resource to print VPR stickers.
- Return broken VPR guns to Monarch Service Center for repair.

Attaché Case

- Utilize attaché case for sales reps only.
- Retail rep should utilize pockets of coupon printer call bag to carry sales tools and advertising materials.
- Utilize the canvas satchel item #191787 as a supplement to the coupon printer call bag versus an attaché case for the retail rep.
- Utilize canvas satchel for replacement call bag while attaché case is being repaired.

Should you need larger quantities of VPR guns or attaché cases than what is in your allocation, based on the above factors, contact Linda Haynes, extension 2234 or Don Williams, extension 5503.

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